Purchasing

Purchase Requisition => System => PO => Supplier
=> PO
PO numbers on invoice

(XX) Invoices => Finance Department

        Accounts payable
        (dedicated person?)

Purchase requisition form =>
Standing order (not to exceede basis)
┌ time period, based on contract
│ money amount
└> can be several years
project agreements to be checked
within standing P.O. no control of paymt
by finance

standing PO can have line items
    e.g clinical, analysis etc.
but supplier has to spell out the right
line items

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Bills are stopped
if no PO number
if cap, & amnt to high
if contract, PO outdated

standig PO => identified, using supplier

PO number = contract signed
new orders + 1 week to get it into
the system

standig PO => to go to supplier
                    without

PO number to get into project agreements
e.g. clinical, lab work
      travel
      other pass through
      data into & slots